

VILLAGE OF MANCHESTER
PO BOX 482
MANCHESTER, VT 05254

2024 ANNUAL MEETING
MONDAY, JULY 8, 2024 at 7:00 pm
BENNINGTON COUNTY COURTHOUSE
45 UNION STREET, MANCHESTER, VT 05254

VILLAGE OF MANCHESTER, VERMONT ANNUAL REPORT YEAR ENDED APRIL 30, 2024



VILLAGE OF MANCHESTER OFFICE

HOURS 9:00 AM – 3:00 PM

MONDAY – THURSDAY, OR BY APPOINTMENT

CLOSED ON ALL MAJOR HOLIDAYS

PHONE: 802-362-1515

FAX: 802-362-5858

EMAIL: OFFICE@VILLAGEOFMANCHESTER.COM

WEBSITE: www.villageofmanchester.com

MAILING ADDRESS: PO BOX 582, MANCHESTER, VT 05254

PHYSICAL ADDRESS: 45 UNION STREET, MANCHESTER

IMPORTANT NOTICES

- Please be sure to obtain a permit from the Village for all special events, reception tents, road openings (driveways), curb cuts (digging in the road or ROW) or demolition. Permit applications are subject to review at warned meetings. Permit approvals may take up to 45 days depending on the day they are considered fully submitted.
- Zoning Permits are required for signs, new construction and exterior changes including color, alterations, some tree removal, or any land development.
- Please see the Village of Manchester website for meeting information or to sign up to receive Village emails including Board and Committee Meeting reminders and other local government news . The Village Bylaws, Ordinances and other regulations are also available online (www.villageofmanchester.com)

Cover Photo by John Burnham

Thank you to John Burnham, the director of the Manchester Business Association, who took this beautiful photograph of The Silver Fork.

VILLAGE OFFICERS

	Term Ends		Term Ends
TRUSTEES			
Tom Deck	2024	Anthony MacLaurin	2024
James Lewis	2024	Peter Mull	2025
Nina Mooney	2025		
DEVELOPMENT REVIEW BOARD (DRB)			
Craig Powers, Chair	2025	Andrew Cairns	2025
Orland Campbell	2024	Jack Morris	2024
Donald Brodie	2025		
DRB ALTERNATES			
Terry Findeisen	2024	Katie Pinkus	2024
Hong Campbell	2024	Larry Kolloff	2024
DESIGN ADVISORY COMMITTEE (DAC)			
Terry Findeisen, Chair	2024	Larry Kolloff	2024
Hong Campbell	2024	Peter Mull	2024
Claudia Burns	2024		
PLANNING COMMISSION (PC)			
Rich Heilemann, Chair	2025	Anthony MacLaurin	2025
Eric Dorsch	2024	Keld Alstrup	2026
Christie Bronstein	2024	Nick Parks	2026
Tom Scarnecchia	2024		
Village Administrator		Roads Foreman	
Missy Johnson		Alan Mowrey	
Zoning Administrative Officer		Tree Warden/Road Commissioner	
Curan VanDerWielen		James Lewis	
Village Clerk		Treasurer & Tax Collector	
Donald Brodie		Sarah McClintock	
Auditors			
Keld Alstrup		Ariel Rudiakov	
Amy Swinarton			
Bennington County Regional Commission (BCRC) Representative			
Curan VanDerWielen			



Photo by Orland Campbell

VILLAGE OF MANCHESTER, VERMONT ANNUAL MEETING, JULY 17, 2023

Qualified voters and guests were checked in by the Zoning Administrative Officer and they also signed in. These documents are on file.

President Deck opened the meeting at 7:00 pm. He thanked everyone for their patience with rescheduling this meeting due to the recent flooding in the area. He thanked everyone in attendance, and he expressed thanks to the Village employees and volunteers.

ARTICLE I: To hear the reports from the Officers:

President Deck noted that the Officers' reports were published in the Annual Report. None of the officers present indicated further comments were necessary.

ARTICLE II: To vote on authorization for total funding expenditures to be used for operating expenses of \$1,187,474.00, of which \$646,816.60 shall be raised by taxes.

President Deck mentioned that it had been a challenging budget season with a couple of large projects on the calendar; however, the Village was able to secure a grant to repair a portion of the River Road Rock Wall and with remaining ARPA funds, the board was able to offset some expenses. Questions were asked and answered regarding a couple of line items. Trustee Mooney moved to approve the budget as presented. Craig Powers seconded the motion, and all voted in favor.

ARTICLE III: To set a date on which taxes shall be payable and to impose a penalty of 8% for delinquencies, and to charge the maximum statutory rate of interest of one percent (1%) per month on all delinquent taxes for the first three months and one and one-half percent (1.5%) per month thereafter.

Donald Brodie moved to set the date of September 21, 2023, as the date

taxes would be payable and to approve the penalty and interest as provided. Keld Alstrup seconded the motion, and all voted in favor.

ARTICLE IV: To vote to authorize payment of real property taxes by physical delivery to the Village office before 5:00 p.m. on September 21, 2022. Payments postmarked on the due date, but not physically delivered to the Village office will not be considered timely.

President Deck indicated that this was common procedure. Donald Brodie moved to have Article IV approved as written Keld Alstrup seconded the motion, and all voted in favor.

ARTICLE V: To elect all Officers required by law:

President Deck introduced the board members who were seeking re-election. Mr. Brodie indicated that the President's position needed to be voted on separately from the trustees and a slate of nominees was not appropriate. Trustee Lewis moved to nominate Tom Deck as President of the Board of Trustees for a one-year term. Trustee Mooney seconded the motion, and all voted in favor. Trustee Mooney moved to nominate Peter Mull as trustee for a 2-year term. Craig Powers seconded the motion, and all voted in favor. Craig Powers moved to nominate Nine Mooney for a two-year term. Keld Alstrup seconded the motion, and all voted in favor.

Craig Powers then nominated Donald Brodie for the position of Village Clerk for a one-year term. Trustee Mooney seconded the motion, and all voted in favor. Donald Brodie then nominated Sarah McClintock for Treasurer and Tax Collector for a one-year term. Trustee Mooney seconded the motion, and all voted in favor.

President Deck thanked Donald Brodie for serving as Clerk/Treasurer & Tax Collector for the last two years.

Donald Brodie then nominated Amy Swinarton, Ariel Rudiakov and Keld Alstrup to continue in their roles as Village Auditors for a one-year term. Craig Powers seconded the motion, and all voted in favor.

ARTICLE VI: To hear and discuss any other business that may property come before the meeting, not to include any binding municipal action not warned.

A couple of questions were asked regarding Village finances. These questions were answered by Donald Brodie, Sarah McClintock, and President Deck. President Deck spoke briefly about projects in the works for Seminary Avenue to try to alleviate speeding traffic in this area. A comment was made regarding the ineffectiveness of the stop sign on Taconic and Prospect. The need for an improved police presence in the Village was voiced by several voters. A question regarding noise complaints was asked and answered by the Village Administrator and the Zoning Administrative Officer. President Deck introduced State Representative Seth Bongartz and asked if anyone had questions for him.

At 7:36 pm, there being no further public comment or business before the board, Keld Alstrup moved to adjourn the meeting. Trustee Lewis seconded the motion, and all voted in favor.

Respectfully Submitted,

Missy Johnson
Village Administrator

Attested by:

Signed Electronically

7/20/2023

Tom Deck
President of the BOT & Moderator

Date

Signed Electronically

7/20/2023

Jim Lewis
Trustee

Date

LETTER FROM THE PRESIDENT OF THE BOARD OF TRUSTEES

Upon reflection the theme that comes to mind this past year is change. Change can be defined as, 1: make (someone or something) different: alter or modify, 2: Replace something of the same kind that is newer or better.

Over the years I have learned to embrace change, because it is often inevitable. Most things in life evolve and change. Seasons change. We all change as we grow older. Government changes, all be it slowly. Change happens even in our little slice of Vermont. It's important that we embrace this change, yet still hold true to what makes Manchester Village so special. Just as the definition says, "to make better". We as a Village must adapt to change; but make sure that it is a positive force for our community.

For our lovely Village, it is a time of change. We have a host of changes that are coming this year. Montpelier is enacting sweeping changes to zoning, so our Planning Commission is busy updating our Village Plan. This is no easy task. Rich Heilemann and our other volunteers on the PC should be commended for their hard work. They really are doing the heavy lifting on bringing our Village Plan up to date.

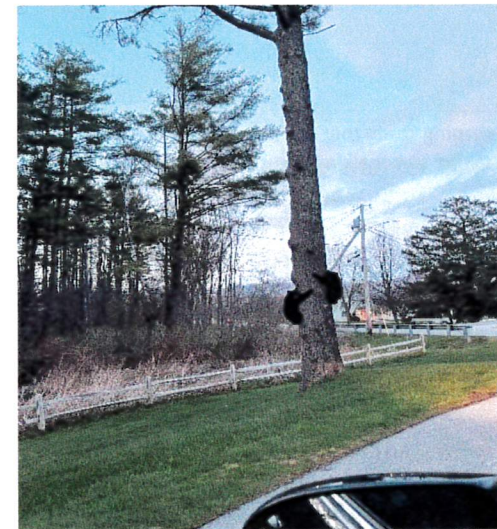
We've had some personal changes. The village welcomed back Curan VanDerWielen as our Zoning administrator. Curan has jumped in with two feet and got us on track with zoning and planning. We can't thank him enough for his efforts in our zoning office. Missy Johnson continues to do good work for the board of trustees, and all of her administrative duties.

The Village has completed its first ever thorough audit. Sarah McClintock and Donald Brodie should be commended for leading the charge on this arduous task. We are happy to report that the Audit was productive, and the Village should be applauded for its fiscal responsibility over the years.

The Road crew, led by Alan, had another banner year. Alan continues to impress us with his ingenuity and dedication to the Village. I, for one, am not looking forward to the day he decides to retire.

Lastly in this time of change, we are ever increasingly relying on volunteers to lead the ship in Village governance. The changes coming down from Montpelier make it increasingly more difficult for volunteers to stay on top of the issues. I feel strongly that this time we have professional management lead the Village. We have so many wonderful volunteers and some truly great minds helping us at the moment. However, we can't keep asking volunteers to be personnel and municipal managers. If we want to ensure that our bucolic village remains a jewel in the Green Mountains, then we should have professional management leading the way.

Lastly, I would like to thank all of our volunteers who serve on our various boards and committees. They truly are the lifeblood of Manchester Village, and we are grateful for their community service.



Bears at the Inn at Manchester
Photo by Brian Maggiotto

REPORT OF THE DEVELOPMENT REVIEW BOARD

The Development Review Board had a very quiet year. There were very few applications submitted for renovations and new construction, which led to fewer meetings. There was a steady flow of minor permits for smaller projects that were reviewed. The Board is actively seeking new candidates to fill a recent vacancy. The current Board members all provide a broad range of expertise and opinions, which help to shape comprehensive zoning decisions to fit the Village Plan of Development. The Zoning Administrative Officer will report more fully on the overall activity of the DRB with their annual report.

Respectfully submitted,
Craig Powers, Chair

REPORT OF THE PLANNING COMMISSION

The Planning Commission continued to study Short Term Rentals ("STR") and their impact on the Village. The Commission recognizes both positive and possible negative impact of the STR market and created an ordinance designed to gain more information. The ordinance was adopted by the Trustees and went into effect in May of 2023. The Planning Commission will continue to monitor how STR's effect the Village.

We were awarded two grants given by the Municipal Energy Resilience Program. These grants will allow for an evaluation of energy efficiency of Village properties, as well as help fund educational efforts for energy conservation.

The Village and the Town of Manchester were awarded a Municipal Planning Grant to evaluate bike and pedestrian safety through the 7A corridor. We expect to engage a firm to conduct a scoping study that will provide options for possible changes that would encourage more cycling and walking in a safe manner.

Work is continuing on Village zoning bylaws. Over the next year, the Planning Commission will work with Bennington County Regional Commission to modernize our bylaws. We expect to engage in a process that will include residents and businesses throughout the Village. The final document will represent goals set in the Village Plan of Development, be consistent with current Vermont Statutes and be easier to administer.

Respectfully submitted,
Rich Heilemann, Chair

VILLAGE OF MANCHESTER STATEMENT OF TAXES RAISED

YEAR ENDING APRIL 30, 2024

GRAND List = \$4,516,830.62

(Grand List for 2024-25 TBD)

PROPERTY TAXES 2023/24 (488 Parcels)

Billed \$646,816.60

Collected \$649,515.63

Property Taxes Due 2023/24 (\$565.10)



Work on the River Road Stonewall 2024

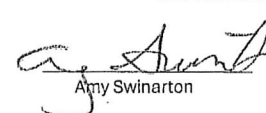
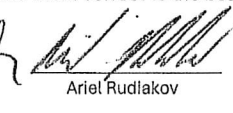
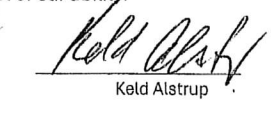
Photo by Alan Mowrey

VILLAGE OF MANCHESTER AUDITORS REPORT

YEAR ENDING APRIL 30, 2024

AUDITORS' REPORT

We have audited the receipts and disbursements,
and have found them correct to the best of our ability.

 Amy Swinarton
 Ariel Rudlakov
 Keld Alstrup

VILLAGE OF MANCHESTER ANNUAL BUDGET

	APPROVED BUDGET April 30, 2022	ACTUAL April 30, 2022	APPROVED BUDGET April 30, 2023	ACTUAL April 30, 2023	ACTUAL BUDGET April 30, 2024	ACTUAL April 30, 2024	PROPOSED BUDGET April 30, 2025
HIGHWAY MAINTENANCE							
Labor - Regular (1)	105,000.00	115,485.00	132,000.00	122,103.85	137,000.00	131,129.44	132,662.19
Labor - Overtime (1)	30,000.00	31,047.00	35,000.00	32,949.72	37,000.00	24,679.14	25,419.51
Labor - Payroll Taxes (3)	11,500.00	12,663.35	14,446.00	11,778.25	14,446.00	11,773.32	11,913.65
Labor - Employees' Health & Dental Insur.	50,000.00	43,528.50	45,000.00	45,043.12	45,000.00	57,319.92	58,793.14
Labor - Health Equity	5,500.00	2,109.44	5,000.00	5,103.50	5,000.00	3,104.30	3,197.43
Labor - Municipal Employees' Retirement (4)	8,300.00	8,717.11	10,855.00	10,149.00	10,855.00	10,407.16	10,557.29
Short Term Disability							350.00
Vermont Childcare Contribution (5)							513.75
Municipal Roads General Permit	500.00	740.00	500.00	1,556.67	500.00	500.00	500.00
Materials and Supplies - Salt (6)	55,000.00	40,393.09	55,000.00	55,053.93	55,000.00	49,178.52	50,000.00
Materials and Supplies - Other (6)	6,500.00	4,778.56	5,000.00	5,363.53	5,000.00	5,304.63	5,437.25
Equipment and Repairs	7,000.00	9,446.67	10,000.00	18,158.47	10,000.00	14,825.46	15,196.10
Equipment Purchase			115,000.00	97,226.19	0.00	64,400.00	
Gas and Oil	15,000.00	15,764.19	30,000.00	23,744.76	30,000.00	16,190.51	20,000.00
Highway Resurfacing, Ditches, Culverts.. (8)	50,000.00	21,885.80	50,000.00	18,493.80	150,000.00	142,609.26	38,000.00
Garage Operating Expenses (9)	6,600.00	9,418.97	10,000.00	10,319.21	10,000.00	10,554.02	40,000.00
Signs/Maintenance (10)	2,000.00	738.46	2,000.00	1,029.32	2,000.00	3,689.37	3,136.00
Uniforms	2,000.00	2,269.34	2,500.00	3,585.71	2,500.00	4,681.72	3,500.00
Trees and Beautification	25,000.00	25,775.00	40,000.00	35,010.67	30,000.00	244.11	30,000.00
Sidewalk and Curbing	100,000.00	101,600.91	5,000.00	5,632.54	50,000.00	46,725.65	25,000.00
Misc. Sidewalk & Roadside Maint. (11)	30,000.00	29,441.69	15,000.00	16,340.04	15,000.00	21,748.33	15,000.00
Traffic Enforcement	50,000.00						
Village Firehouse Maintenance	5,000.00		5,000.00		0.00		
Stone Walls, incl. River Road (13)			50,000.00	24,480.00	200,000.00	42,215.45	50,000.00
Dump Fees	750.00	809.22	1,000.00	995.74	1,000.00	1,113.08	2,500.00
Total Highway Maintenance	565,650.00	476,592.30	638,301.00	544,118.02	810,301.00	662,393.39	541,676.31

ADMINISTRATION

Salaries (14)	23,000.00	39,130.00	93,200.00	53,637.21	60,000.00	67,004.76	126,667.00
Tax Collector Fees (15)		5,502.51		11,926.58		1,200.00	1,200.00
Payroll Taxes	2,000.00	3,466.59	8,100.00	5,589.35	4,600.00	5,447.59	10,260.00
Vermont Childcare Contribution				1,693.20	3,920.00	4,619.59	495.00
Municipal Retirement							8,740.00
Short Term Disability							350.00
Office Supplies and Expense	8,700.00	16,122.34	10,000.00	8,417.28	10,000.00	10,118.05	10,371.01
Technology Upgrades			5,000.00	1,404.02	3,000.00		3,000.00
Municipal Website Maintenance			15,000.00	4,255.00	0.00		1,000.00
Dues & Subscriptions			5,000.00	2,067.81	1,250.00	1,095.00	1,250.00
Rent	7,000.00	6,960.00	7,000.00	7,540.00	9,333.00	8,360.00	11,126.00
Insurance-Property, WC & Liability	26,000.00	17,577.00	26,000.00	20,145.50	20,000.00	24,677.50	25,294.44
Employees' Health & Dental Insurance			10,000.00	8,575.45	24,000.00	16,807.24	22,000.00
Professional Fees - Legal	1,000.00		3,000.00	45.00	15,000.00	1,566.75	3,000.00
Professional Fees - Accounting	4,000.00	3,490.00	5,000.00	797.50	22,000.00	12,463.50	10,000.00
Professional Fees - NEMRC		4,640.00	7,000.00	3,292.55	5,000.00	5,531.25	5,000.00
NEMRC Licensing		1,270.00	1,270.00	1,270.00	1,270.00	2,595.32	1,270.00
Other Expense/Miscellaneous Other	2,000.00	3,194.02	2,000.00	444.42	3,000.00	835.00	500.00
Total Administration	73,700.00	101,352.46	197,570.00	131,100.87	182,373.00	162,321.55	241,523.45

ZONING & PLANNING

Administrative Officer	23,000.00	19,405.29	51,000.00	41,204.19	47,000.00	62,586.01	66,950.00
Payroll Taxes (3)	2,000.00	118.83	2,000.00	2,769.71	3,600.00	4,894.87	5,423.00
Employees' Health & Dental Insurance			10,000.00	3,557.32	0.00	4,347.63	12,000.00
Vermont Childcare Contribution (5)							261.63
Zoning Expenses	1,500.00	5,212.16	1,500.00	6,178.78	6,200.00	7,774.92	7,500.00
Municipal Retirement (4)				883.66	3,290.00	4,135.88	4,620.00
Short Term Disability							175.00
Legal Fees	2,000.00		5,000.00	1,315.00	5,000.00		3,000.00
Records Digitization			3,000.00	1,157.11	3,000.00		1,800.00
Bylaw /Plan/Ordinance Revisions	5,000.00		5,000.00		1,500.00	2,500.00	12,500.00
MPG Scoping Grant					6,000.00		
Public Outreach							1,300.00
National Historic District Update							
BCRC Appropriation	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
Total Planning and Zoning	37,500.00	28,736.28	81,500.00	61,065.77	79,590.00	90,039.31	119,529.63

(Budget Continued)

STREETLIGHTING									
Electricity	13,000.00	11,869.19	13,000.00	12,323.61	13,000.00	13,082.54	13,000.00	13,000.00	
Improvements/Maintenance	2,000.00	627.22	2,000.00	354.81	2,000.00	-	2,000.00	2,000.00	
Total Streetlighting	15,000.00	12,496.41	15,000.00	12,678.42	15,000.00	13,082.54	15,000.00	15,000.00	
HIGHWAY EQUIPMENT									
Equipment Reserve (replacement of backhoe)	16,500.00	16,500.00	-	15,867.00	15,867.00	15,867.00	15,867.00	15,867.00	
Equipment Reserve (replacement of truck #1)	14,600.00	14,600.00	5,000.00	17,850.00	17,850.00	17,850.00	17,850.00	8,799.89	
Equipment Reserve (replacement of truck #2)	18,000.00	18,000.00	5,000.00	19,777.00	19,777.00	19,777.00	19,777.00	10,647.35	
Equipment Reserve (replacement of lawnmower)	1,700.00	1,700.00	-	3,873.00	3,873.00	3,873.00	3,873.00	3,873.00	
Equipment Reserve (replacement of sidewalk t	10,000.00	10,000.00	-	12,844.00	12,843.00	12,843.00	12,843.00	11,844.00	
Total Highway Equipment	60,800.00	60,800.00	10,000.00	70,211.00	70,210.00	70,210.00	70,210.00	51,031.24	
HIGHWAY RESERVE									
	30,000.00	30,000.00	90,000.00	90,000.00	30,000.00	30,000.00	30,000.00	30,000.00	
TOTAL RECOMMENDED BUDGET	827,331.00	754,658.45	1,077,417.00	954,220.08	1,232,886.00	891,614.06	998,760.63		
ADDITIONS/(REDUCTIONS) TO BUDGETED EXPENSES									
State Aid - Highways	(44,500.00)	(48,555.83)	(50,000.00)	(44,519.35)	(55,560.00)	(47,279.30)	(47,000.00)	(180,000.00)	
State Grant - River Road Stone Wall				0.00	(180,000.00)	0.00	(9,000.00)	(15,000.00)	
State Grant - Union Street Culvert Project							(60,000.00)	(60,000.00)	
State Grant - Bylaw							(52,607.99)	(70,210.00)	
Town Highway Allotment	(58,000.00)	(41,687.30)	(60,000.00)	(36,282.22)	(60,000.00)	(70,210.00)	(30,000.00)	(10,600.00)	
Equipment Reserve Transfer	-	-	(95,000.00)	(90,000.00)	(70,000.00)	(5,064.75)	0.00	0.00	
Highway Reserve Transfer	(80,000.00)	(120,456.18)	-	0.00	(45,000.00)	0.00	0.00	0.00	
Permits and Fees			(107,000.00)	(106,542.91)	0.00	0.00	0.00	-	
Federal Relief Funds Received I			(107,000.00)	(106,542.91)	0.00	0.00	0.00	0.00	
Federal Relief Funds Received II				0.00	0.00	0.00	0.00	0.00	
Traffic Fines				0.00	0.00	0.00	0.00	0.00	
General Fund Balance	(45,000.00)	(101.50)	(78,318.00)	277,344.48	(130,087.40)	(117,310.08)	(100,000.00)	(466,600.00)	
	(227,500.00)	(255,800.81)	(497,318.00)	(554,888.96)	(540,657.40)	(322,472.12)	(532,160.63)		
AMOUNT TO BE RAISED BY TAXES	\$ 599,831.00	\$ 498,857.64	\$ 580,099.00	\$ 954,220.08	\$ 692,228.60	\$ 569,141.94	\$ 532,160.63		

NOTES TO PROPOSED BUDGET:

- 1 3% over 1024 actual
- 3 8.1% of Labor - Regular
- 4 6.90%
- 5 0.39% of Labor - Regular
- 6 Assumed 2.5% Inflation Rate Increase Over Actual FY2024
- 7 Union Street Culvert Project & Spot Pavement Patching
- 8 3 Doors & Painting Portions of Garage
- 9 Includes Replacement Signs at Entry to Village
- 10 Includes Striping and Roadside Mowing
- 13 Includes Grant + \$20,000 Matching
- 14 Assumes 1 Existing Head Count at \$60,0000 and One New Hire at \$80,000, Effective July 24 (10 Months.)
- 15 \$100.00/Month. Interest & Fees Collected and provided as Payment on Overdue Taxes are not Budgeted Expenses.

NOTES:

REPORT OF THE INVESTMENT COMMITTEE

Current members of the Investment Committee are Tom Deck, Jim Lewis, Anthony MacLaurin, Donald Broadie, Peter Mull and Treasurer, Sarah McClintock. The Village maintains four medium-term investment accounts at Fidelity Investments that have consistently earned a higher rate than that available on shorter term funds. The medium-term investment accounts are available for General Operating, Employee Benefits, Heavy Equipment, and Highway expenses, respectively. The General Operating account at Fidelity was established on October 24, 2023, to hold property tax receipts, which are generally received in the Fall and spent gradually throughout the year. A conservative investment strategy has been used for all four accounts, with an investment balance including US Treasury Bills, Fidelity's Government Money Market Fund, and Fidelity's S&P 500 Index Fund.

Fund	Holdings as of 4/30/24
General Operating	\$287,114.15
Employee Benefit	\$79,654.18
Heavy Equipment	\$52,778.13
Highway	\$49,746.53
Totals	\$469,292.99

Respectfully submitted,
Sarah McClintock



Photo by Hoa Campbell

VILLAGE OF MANCHESTER 2024 GENERAL FUND BUDGET STATUS REPORT SUMMARY

Account	Budget	Actual	% of Budget
100-40 TOTAL TAX REVENUE	646,816.60	650,175.17	101%
100-41 TOTAL INTERGOVERNMENTAL	295,560.00	104,258.34	35%
100-42 TOTAL PERMITS/FEES-Other	115,000.00	5,734.91	5%
100-43 TOTAL INTEREST ON INVESTMENTS	0.00	16,629.14	N/A
100-44 TOTAL MISCELLANEOUS INCOME	130,097.40	94,388.93	73%
TOTAL REVENUES	1,187,474.00	\$ 871,186.49	73%
100-5 TOTAL ADMINISTRATION	68,520.00	77,071.94	112%
100-51 TOTAL OTHER ADMINISTRATION	113,853.00	40,069.06	36%
TOTAL HIGHWAY	910,511.00	597,493.39	66%
100-536 TOTAL STREETLIGHTING	15,000.00	13,082.54	87%
100-537 TOTAL HEAVY EQUIPMENT	0.00	64,000.00	N/A
100-55 ZONING & PLANNING			
TOTAL ZONING & PLANNING	79,590.00	90,039.31	113%
TOTAL EXPENDITURES	1,187,474.00	881,756.24	75%

VILLAGE OF MANCHESTER
GENERAL FUND – BALANCE SHEET
Year End April 30, 2024

100-10 ASSETS

100-1002-00.00 Checking-Bank of Benn	103,436.42
100-1002-01.00 Checking-Debit Card	1,066.63
100-1002-02.00 GF-Fidelity	287,114.40
100-1020-00.00 Due/To From	-(236555.97)
100-1030-01.00 Tax Recvble-Current	0
100-1030-01.01 Tax Recvble-Del	-135.57
100-1040-01.00 Due from Town (highway)	0
100-1050-01.00 Prepaid Expense	0

Total ASSETS	154,882.26
---------------------	-------------------

100-20 LIABILITIES

100-2000-00.00 Accounts Payable	0
100-2001-00.00 Federal Payroll Taxes Pay	-792.85
100-2001-00.01 Retirement Payable	-9,808.55
100-2001-00.02 Health Insurance Payable	3,670.19
100-2001-00.03 Aflac Payable	-435.19
100-2001-00.04 SWT Payable	148.24
100-2002-00.00 Property Tax Credits	9,142.00
100-2005-00.00 Tax Clearing Account	0
100-2006-00.00 Bank Reconciliation Issue	-922.19
100-2010-01.00 Accrued Expenses	0
100-2030-01.00 Deferred Rev-Taxes	0
100-2050-01.00 Encumbrances	0

Total LIABILITIES	1,001.65
--------------------------	-----------------

Prior Year Fund Balance	309,040.91
--------------------------------	-------------------

Fund Balance Current Year	(155,160.30)
----------------------------------	---------------------

Total Fund Balance	153,880.61
---------------------------	-------------------

Total Liabilities, Fund Balance	154,882.26
--	-------------------

REPORT OF THE ZONING ADMINISTRATIVE OFFICER

This fiscal year (FY 2023-2024) saw a general slowdown in the rate of local development projects, probably as a reaction to rising costs in the residential construction market and as any remaining lag in project completion left from the COVID-19 Pandemic finished dissipating. The Zoning Administrative Officer (ZAO) worked closely with the Development Review Board (DRB) and Design Advisory Committee (DAC) in hearings and deliberations on the merits of applications for zoning permits. Additional special permits were reviewed by the ZAO on behalf of the Board of Trustees regarding special events, itinerant vendors, and temporary sales. The ZAO also worked closely with the Village Planning Commission (PC) on a variety of municipal planning projects, some of which in partnership with the Bennington County Regional Commission (BCRC).

During the year 2024, 26 Zoning Permit Applications were issued, 9 of which were considered Minor Permits. The projected cost of all development projects aggregated at the time of application for the fiscal year was \$2,459,494.00. The average cost of development projects this year was \$94,595.92. The total amount of zoning permit application fees collected by the Zoning Office this fiscal year totals \$4,035.25.

Type of Application	2019	2020	2021	2022	2023
Residential, New	4	6	2	4	4
Residential, Additions	5	7	6	5	2
Residential, Alterations	11	7	6	17	8
Residential, Accessory Building	0	5	3	4	1
Residential, Demolition	1	0	0	2	2
Business, New	0	2	0	0	0
Business, Additions	1	1	0	1	0
Business, Alterations	5	1	0	1	0
Business, Demolition	0	2	0	0	0
Change of Use	0	2	0	3	0
Change of Color	0	2	3	5	0
Fence	0	3	0	2	2
Signs	10	3	4	6	4
Other	8	2	8	3	3*
Total	45	43	32	53	26

*Consisting of Tree Removals, Amendments, and Miscellaneous Residential Alterations

Respectfully submitted,
Curan VanDerWielen
Zoning Administrative Officer

WARNING

The Legal voters of the Village of Manchester are hereby WARNED to meet at the Bennington County Courthouse in the Village of Manchester on Monday, July 8, 2024 at 7:00 p.m. to transact the following business:

ARTICLE 1: To hear the reports of the Officers.

ARTICLE 2: To vote on authorization for total funding expenditures to be used for operating expenses of \$989,305.70, of which \$552,705.7 shall be raised by taxes.

ARTICLE 3: To set a date on which taxes shall be payable and to impose a penalty of 8% for delinquencies, and to charge the maximum statutory rate of interest of one-percent (1%) per month on all delinquent taxes for the first three months and one and one-half percent (1 ½%) per month thereafter.

ARTICLE 4: To vote to authorize payment of real property taxes by physical delivery to the Village office before 5:00 p.m. on the due date. Payments postmarked on due date, but not physically delivered to the Village office will not be considered timely.

ARTICLE 5: To elect all Officers required by law:

President of the Board of Trustees for a one-year term.

1. Two Trustees for two-year terms.
2. Clerk for a one-year term.*
3. Treasurer & Tax Collector for a one-year term.*
4. Three Auditors for one-year terms.

ARTICLE 6 Shall the Voters of the Village Manchester approve the creation of a Beautification Fund. Said Fund would be used to improve the aesthetic nature of the Village of Manchester with landscaping, including but not limited to, flowers, shrubs, & bushes.

ARTICLE 7 Shall the Voters of the Village of Manchester approve a transfer of \$60,000.00 from the existing Employees Benefit Fund to establish the Beautification Fund; and shall the annual income from these monies be used, on an annual basis, to accomplish goals as established by the Village of Manchester Board of Trustees.

ARTICLE 8: To hear and discuss any other business that may properly come before the meeting, not to include any binding municipal action.

*Note: these positions may be combined, or candidates can be elected to each position individually.

Respectfully Submitted,
Donald Brodie, Clerk

NOTES

NOTES